

Servicing Personnel Office News

United States Coast Guard Pay & Personnel Center



Entitlements and Order Processing

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By Mr. Sean T. Hayes, Military Pay Systems Specialist, PPC (mas)

Part of my duties is to review entitlements (some of you may receive emails from time to time to request corrections) and trouble-shoot inaccurate or out of sequence processing.

Whether you are processing a Permanent Change of Station (PCS) or Long-Term/Contingency orders, it is a prerequisite for the REPORT DATE be saved/approved prior to saving any entitlements changes.

The requirement to approve the report date prior to processing any of the entitlement as a business requirement is due in fact to JUMPS. When an entitlement such as Basic Allowance for Housing (BAH) is approved prior to the Reporting Endorsement, JUMPS will shut down the segment and not pay out any new

housing entitlements, possibly putting the member in a financial hardship.

The timeliness of document submission is critical to avoiding these issues. Effective communication with units leads to better timeliness, which lead to accurate, timely payments, which PPC strives to do on a daily basis!

I know that I'm not telling anyone that is reading this something you don't already know, but it is important to recognize these facts and to reiterate them from time to time as a simple reminder that attention to detail is how we do things right from the start.

New Procedures for Administration of Separation Pay

The February 10, 2012 changes to the [Coast Guard Pay Manual COMDTINST M7220.29\(series\)](#), have resulted in new administrative procedures when processing separations for members who are authorized Separation Pay.

Administrative procedures now requires a Ready Reserve service agreement and a statement of understanding that confirms the recipient's understanding of Separation Pay policy, recoupment from Retired Pay, and recoupment tax impact on Retired Pay. Per CG Pay Manual COMDTINST M7220.29(series), PPC (ses) shall only disburse Separation Pay when in receipt of the Ready Reserve service agreement and statement of understanding.

[CG-3307 \(SEP-21-Acknowledgement of Separation Pay and Recoupment from Retired Pay\)](#) has been formatted to incorporate both of the above requirements. Please review CG Pay Manual, Chapter 10, prior to processing separation actions that include separation pay. To ensure members are paid Separation Pay in a timely manner, SPO's should scan and email the signed CG-3307 (SEP-21) to PPC-PF-SES@uscg.mil prior to completing/approving the separation action in Direct Access. PPC-SES will include the signed CG-3307 (SEP-21) in the member's separation case. Failure to obtain and forward the signed CG-3307 (SEP-21) will require PPC (ses) to withhold Separation Pay Payments and direct members to contact their servicing SPO for help.

CWO2 Horace Byrd
USCG Pay & Personnel Center
Chief, Separations, Entitlements and Debts & Service Validation Branch (SES)

About the SPO Newsletter

An authorized publication, the SPO Newsletter is published under the direction of the U.S. Coast Guard Pay & Personnel Center. Views and opinions expressed are not necessarily those of the Department of Homeland Security or the U.S. Coast Guard. The SPO Newsletter shall not be considered an authority for any official action and is non-record material. The SPO Newsletter is published quarterly. Articles are solicited from all readers.

Back issues are available at:

<http://uscg.mil/ppc/sponewsletter.asp>.

How to submit an article

Articles for the SPO Newsletter may be submitted by e-mail to the Procedures & Development branch e-mail address "PPC-PF-PD". Articles may also be submitted via our web form at <http://www.uscg.mil/ppc/newitemform.asp>. **All items approved for publication will immediately be posted on our SPO news web page** (<http://uscg.mil/ppc/alspo/>).

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Per Diem for Orders in Support of a Contingency Operation (Title 10)

By YNCM Michael Snyder , CG-1222

There have been a significant number of reserve component (RC) members under orders in Support of a Contingency Operation (Title 10) erroneously authorized per diem when performing active duty at a location within the local area of their primary residence/home. This has resulted in enormous debts, with some exceeding over \$100,000. When an RC member is called/ordered to active duty order under a designated contingency operation, the below guidance will be used to determine the entitlement to per diem:

- Per diem is not authorized for duty performed within the local commuting area of the RC member's primary residence/home at the time called/ordered to active duty. Refer to the JFTR, Appendix A for the definition of primary residence/home of RC member.
- A local commuting area may include separate counties, cities, towns, or installations adjacent to or close to each other served by local public transit systems, within 50 miles or a two hour roundtrip commute as determined by Defense Table of Official Distances (DTOD) <https://eta.sddc.army.mil/ETASSOPortal/default.aspx>, or between which the commuting public travels on a daily basis.
- Use the flow chart on the next page to determine the entitlement to per diem for a member on a Title 10 order.

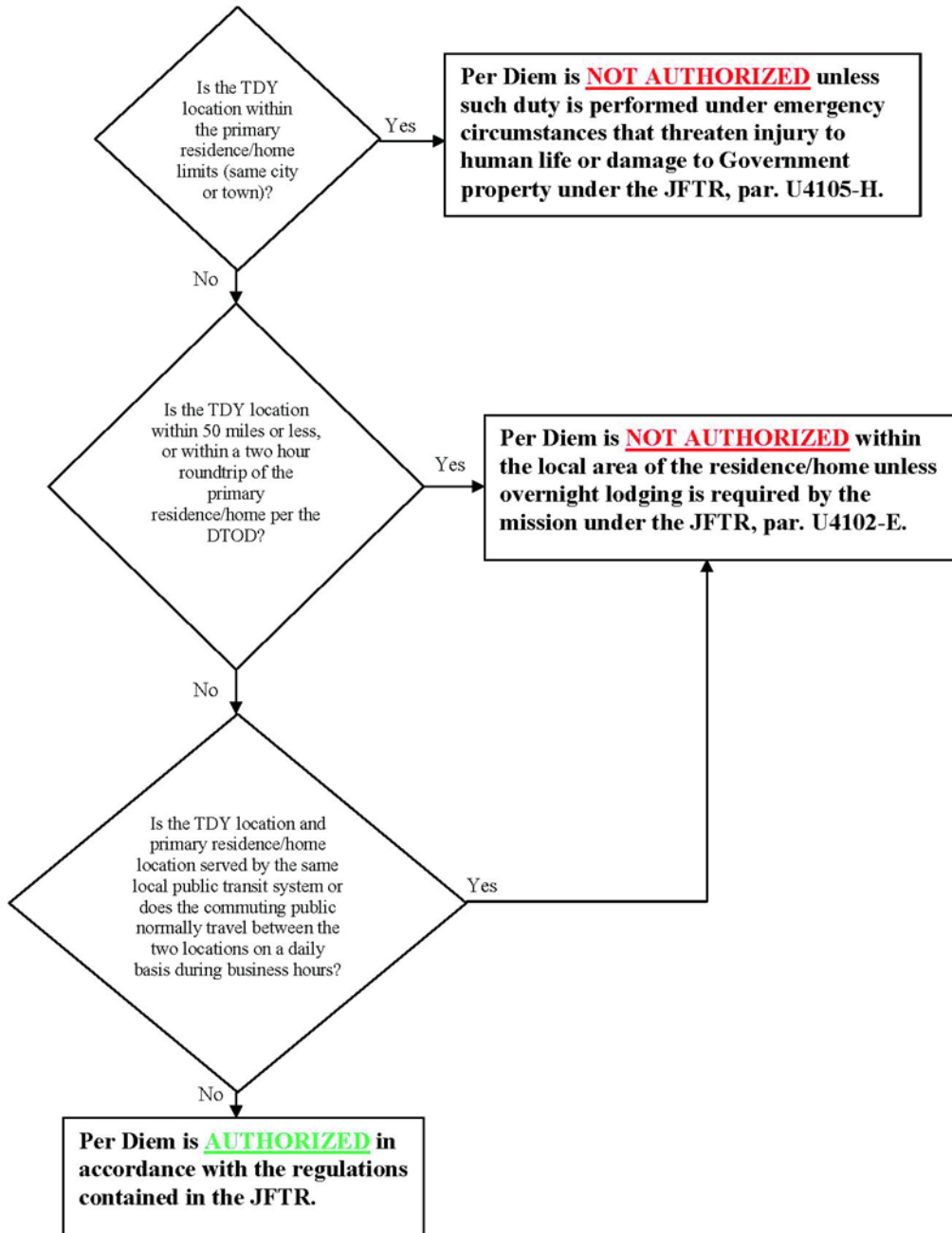
An RC member that has been determined to be within a local commuting area of their primary residence/home may be authorized the applicable automobile/motorcycle mileage rate for one round trip in accordance with the JFTR, par. U7150-B. If this is the case mileage reimbursement would be based off of the odometer reading for the local travel between the primary residence/home and active duty tour site. The DTOD still remains the only official source for worldwide PCS and TDY distance information, to include determining the entitlement to per diem.

The RC member's primary residence/home can only change if there is a break in active duty exceeding one full day (more than 24 hours).

The only difference for determining if per diem is authorized for an RC member under a Title 10 order and an active duty member under a regular TDY order is the RC member's entitlement is determined based on their primary residence/home location at the time called/ordered to active duty and the active duty member's entitlement is determined based on their permanent duty station (PDS) location.

Continued on next page.

DETERMINING THE ENTITLEMENT TO PER DIEM



Continued on next page.

Per Diem for Orders in Support of a Contingency Operation (Title 10) (Continued from previous page)

Here are some other relevant JFTR regulations that may pertain to members on Title 10 orders:

- Per the JFTR, par. U2555-B, a member on a Title 10 order for more than 180 consecutive days at one location may be directed thru the Secretarial Process (COMDT (CG-1222)) to use Government contracted lodging at or near a U.S. Installation.
- Per the JFTR, par. U4102-B, a member is not authorized per diem on any day not in a travel status or any day classified as leave (e.g. annual leave, sick leave, paternity leave, etc.) or administrative absence. Refer to the Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 (series) for a complete listing of authorized absences.
- Per the JFTR, par. U4105-I, a member on a Title 10 order for more than 180 consecutive days at one location should be receiving the Contingency Operation flat rate per diem when there is long term lodging with adequate kitchen facilities available. The flat rate per diem is equal to 55% of the applicable maximum locality per diem rate. Request for the flat rate per diem must be authorized thru the Secretarial Process before travel begins.
- Per the JFTR, par. U4129-E, lodging cost reimbursement is not authorized for a member who stays in a residence owned or leased by a friend or relative.
- Per the JFTR, pars. U4129-I and U4131, a member who leases or rents an apartment, house, or recreation vehicle with other official or non-official traveler(s) shall only be reimbursed the appropriate percentage of the following lodging costs and expenses (e.g., two occupants – each receive 50%; three occupants – each receive 33%) not to exceed the authorized locality per diem lodging rate.
- Per the JFTR, par. U4135, dual lodging beyond 14 consecutive days must be approved thru the Secretarial Process. Dual lodging exists to cover lodging expenses that arises because of unexpected circumstances beyond the member's control.
- Per the JFTR, par. U4137, a member can no longer receive reimbursement for the expenses associated with purchasing a residence at a TDY location. Refer to the specific JFTR paragraph for effective dates.
- If a Coast Guard Instruction, SOP, or other forms of written policies/procedures conflicts with the JFTR, the regulations contained in the JFTR take precedence.

For a determination on questionable cases, please contact COMDT (CG-1222), YNCM Michael Snyder at 202-475-5395.

Travel Approving Official (AO) E-Newsletter - Hurricane/Evacuation Guidance

By CWO J. Benbow, PPC (tvl)

Guidance for evacuation orders is provided in the [Personnel and Pay Procedures Manual, chapter 2.B.24](#). Pass this information on to those who are preparing evacuation orders for dependents and government employees/dependents. Guidance for government employees is located in the Q&A for Civilian Employees Affected by Emergency Situations <http://www.uscg.mil/ppc/travel/civilianevac.pdf>. When the claim is mailed to PPC, please allow an additional ten days for the Finance Center to issue the payment, advise the dependent who is issued an order to sign-up for Electronic Funds Transfers at https://www.fincen.uscg.mil/secure/TP_menu.htm, this will decrease the time for payments and avoid issuing checks. As a reminder, military members are issued TDY orders; dependents are issued their own evacuation orders with their own tono (children under the age of 21 may be listed under the spouse's orders).

Information for evacuations within CONUS is released by the responsible official designated by paragraph U6051-B, JFTR. The message announcing the evacuation will designate the safe haven location, PPC shall be copied on all safe haven location message traffic. The evacuation applies to dependents residing in the vicinity of the member's PDS or at an authorized designated location. It also applies to dependents en route to establish a residence with the member and to dependents residing in the vicinity of the member's old or new PDS.

PPC Travel will accept an official Coast Guard message or memo signed by the District Commander or CG-12 to process the evacuation claims. The decision of the local civil official to evacuate an area is not sufficient. The appropriate military official must authorize/order an evacuation as local evacuation allowances can only be paid as of the date the evacuation is ordered/authorized. Per JFTR U6052-D, the message or memo shall specify the evacuation termination process.

The Joint Federal Travel Regulations, Volume 1, Chapter 6 is the regulatory guidance for military family evacuations. Uniformed members are not evacuated; they may be issued orders for temporary duty (TDY) or permanent change of station (PCS) as required. Reserve component members who are not on active duty are not authorized evacuation or TDY orders. Questions and answers for civilian employees affected by emergency situations may review the following guide at <http://www.uscg.mil/ppc/travel/civilianevac.pdf>.

The processing of evacuees requires patience, tact, and expeditious service. Authorized dependents will be issued a separate tono/order with authorized dependent minors listed in the remarks block of the non-military spouse evacuation order. A CG-4251 or a memo travel order shall be used. The order shall contain the dependency dates; date of marriage, date of birth, and reflect the evacuation/safe haven location, as appropriate. The sponsor's name/EMPLID shall be listed in the remarks section of the dependent evacuation order.

Dependent transportation tickets may be charged to the centrally billed account using the travel order when travel is arranged through the Travel Management Center (TMC) contractor, SATO. Use of the

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uniformed member's travel charge card is not authorized and would constitute misuse. The toll free SATO Service Center phone numbers are; Hawaii, Guam, Singapore, and Japan - 1-877-666-1304, all others - 1-800-753-7286.

In the case of uniformed members who are single parents or member to members with minor children, the Approving Official may determine if the member should accompany dependents as escorts. A person may travel under an official travel authorization/order as an escort for a dependent evacuated under Chapter 6, Part A of the JFTR who is incapable of traveling alone (IAW JFTR, Par. U6004-H) between the member's PDS and safe haven or designated place. The minor dependents shall be listed on the escorts or member's orders with all pertinent information. Married members who are both assigned in an area that is being evacuated shall be given their own set of TDY or PCS orders.

Advances for evacuees will be paid to the dependents the orders are issued to. To request advances use the SF-1038 form (under their SSN) with a signed copy of the orders, fax to the Pay and Personnel Center at (785) 339-3775. It is recommended to request advances no more than 80% of the travel entitlements; this will help in reducing potential overpayments.

All dependent evacuation claims shall be submitted on DD Form 1351-2 using their SSN, clearly annotated as a dependent evacuation claim, and submitted by mail to the Pay and Personnel Center. The sponsor cannot sign a dependents travel claim when the orders were issued to the dependent. Claims should be submitted every thirty days; dependents (non access to the CG network) cannot submit claims via TPAX. Units shall assist evacuees with claim preparation. Each evacuee shall be asked about advances or previous payments received. All

advances or previous payments associated with an evacuation claim must be disclosed upon submission of any evacuation claim in order to avoid duplicate payments in accordance with the JFTR, Chapter 1, Part A, para U1000.D. To verify travel advance payments visit the Coast Guard Finance Center Travel Payment Application at (https://www.fincen.uscg.mil/secure/TP_menu.htm or <http://cgweb.fincen.uscg.mil/travelPmt>). Each claim submitted must have an original hand written signature in blue ink by the traveler and Approving Official. The order must be an original with the Approving Official's hand written signature in blue ink or a copy of the approved order certified as a true copy.

Mail Claims to: Commanding Officer (Travel)
Evacuation Travel Claims (TST)
Coast Guard Pay & Personnel Center
444 S.E. Quincy Street
Topeka KS 66683

If the traveler is overpaid, PPC will mail a debt letter to the address provided on the Travel Voucher DD-1351-2. The traveler has 30 days from the date of the letter to make payment in full, or the indebtedness will be referred to the U.S Treasury for collection.

When the member returns from a safe haven location with one or more dependents, all evacuation allowances cease for the entire family regardless of the location of other dependents. COMDT (CG-1222) may direct the early return of dependents, and termination of evacuation allowances, in certain areas before the evacuation period termination date. When requested through the member's chain of command, COMDT (CG-1222) may authorize one or more of the dependents to remain at the evacuation safe haven location with appropriate allowances.

Looking for more Pay and Personnel news? Check out the PPC News Feed at <http://www.uscg.mil/ppc/alspo/>.

Dual Lodging Approvals Reduced from 14 to 7 days

The maximum number of days the AO may authorize/approve dual lodging is reduced, effective 01 October 2012, from 14 to 7 days. Dual lodging over 7 days is authorized/approved by the Secretarial Process. Send requests to COMDT (CG-1222).

These changes are scheduled to appear in JFTR change 310, and JTR change 564, dated 1 October 2012.

Reduced Per Diem for Reservists on long-term ADOS Contingency Orders

Review [ALCOAST 412/12](#) for the recent change to travel entitlements for reserve component (RC) members serving on long-term, contingency active duty for operational support (ADOS). Effective 1 October 2012: All reservists on long-term Contingency ADOS, serving in the same location for more than 180 days, shall be authorized the contingency operation flat-rate per diem of 55 percent of the full locality per diem as prescribed by section U4105-I of the JFTR. The contingency operation flat-rate per diem shall be noted on the member's contingency ADOS orders. Contingency ADOS orders issued to start 1 October 2012 or later, shall be issued or amended to reflect the contingency operation flat-rate per diem of 55 percent as of 1 October 2012. Reservists must ensure their long-term lease/rental agreements contain a termination clause, which conforms to the requirements of Section 305 of the Servicemembers Civil Relief Act (SCRA), Public Law 108-189.

Lodging receipts shall be provided to the travel Approving Official (AO) to verify eligibility for lodging reimbursement. Itemized lodging receipts are required when claiming applicable lodging

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Subscribers will also be notified of both scheduled and unscheduled outages affecting the Direct Access personnel system or the TPAX travel claim liquidation system.

Additionally, subscribers will be updated when important information is posted to the Pay & Personnel Center's internet news pages at <http://www.uscg.mil/ppc/alspo/> and <http://www.uscg.mil/ppc/travel>.

taxes and fees. All claims for the 55% reduced per diem shall be submitted manually to CG PPC (TVL) for processing.

Effective 1 October 2013: All reservists on contingency ADOS over 180 days in the same location shall be issued PCS orders with full PCS entitlements.

FAQ

What is the contingency flat rate per diem?

The standard contingency flat rate per diem, authorized under U4105-I of the JFTR, is 55% of the daily locality per diem rate for

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Advance Pay and PCS Allowance Policy

ALCOAST 422/12

COMDTNOTE 7220

SUBJ: ADVANCE PAY AND PCS ALLOWANCE POLICY

A. Coast Guard Pay Manual, COMDTINST M7220.29 (series)

B. Coast Guard Supplement to the Joint Federal Travel Regulations
Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series)

1. This ALCOAST changes and clarifies policy for authorization of advance pay and advances of permanent change of station (PCS) entitlements pursuant to a PCS.

2. Receipt of PCS orders does not automatically entitle a member to receive advance pay. The purpose of advance pay is to assist members in meeting the extraordinary expenses related to the relocation of household goods (HHG). Members with PCS orders that do not authorize relocation of HHG at government expense cannot receive advance pay. Members must be entitled to a government funded HHG move and actually schedule shipment of their HHG to be eligible for advance pay.

3. Effective 01 Oct 2012, Servicing Personnel Offices (SPO) shall only approve requests for advance pay of up to one month if applicants meet the conditions in paragraph 2. Any request for two or three months advance pay must be approved by the members commanding officer in consideration of the following guidelines.

A. A full written justification must be submitted by the applicant to his or her commanding officer when requesting advance pay in excess of 1 month. The written justification must include affirmation that the applicant has not filed for nor contemplates filing for bankruptcy, or so state if the member is in bankruptcy or is contemplating doing so.

B. The request must contain a list of actual or anticipated expenses that are above and beyond normal PCS entitlements such as per diem, Dislocation Allowance (DLA), Temporary Lodging Expenses (TLE), and mileage. Examples of possible justification are: a member is supporting two households, member is unable to rent or sell the house at the old PDS, a down payment on the purchase of a house, or excess HHG shipment charges.

C. Commanding officers must also take into consideration the members financial status, especially members who are filing for bankruptcy or recently filed bankruptcy. Some Bankruptcy Court jurisdictions hold that a creditor does not have the authority to recoup any post-petition debt, including advance pay, without permission from the Bankruptcy Court. This is true in cases when a member has filed a Chapter 13 bankruptcy. In such instances, the government may not be able to collect any amount of the advance pay unless the Coast Guard Pay and Personnel Center (CG PPC) receives approval from the court or after the bankruptcy is discharged or

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terminated. Additionally, in a situation when CG PPC has withheld funds for repayment of the advance pay, CG PPC will have to return the funds to the member. Accordingly, commanding officers should approach such advance pay requests fully aware that the government may not be able to collect the advance pay from the member even though the advance pay was issued after the member filed for bankruptcy. As a general rule, advance pay should not be authorized for members that have filed for bankruptcy or are at risk of doing so.

D. All advance pay requests from members E-4 and below must still be approved by their commanding officers.

E. Commanding officers cannot delegate authority to approve advance pay.

4. Effective 01 Oct 2012, PCS travel and transportation advances are limited to 80 percent of the estimated travel and transportation costs to include MALT, per diem, DLA, and TLE. Payment must not be made more than 30 days before the member detaches, except under extenuating circumstances (e.g., member moves dependents before detaching).

5. These changes will be incorporated into References (A) and (B) in the near future. This policy does not alter policy for advance Basic Allowance for Housing, per section 9.D.3.d of Reference (A).

6. For comments and questions contact CWO Daniel Shearin at 202-475-5392 or email Daniel.W.Shearin(at)USCG.MIL.

7. Released by RADM Steven E. Day, Acting Director of Reserve and Military Personnel.

8. Internet release is authorized.

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lodging, meals, and incidental expenses rounded to the nearest whole dollar amount.

Who is subject to the contingency flat rate per diem?

Reservists serving on voluntary active duty for operational support (ADOS) in support of designated contingency operations (e.g., Contingency ADOS) in the same CONUS location for more than 180 days are subject to the contingency flat rate per diem (e.g., 55% per diem).

ADOS at OCONUS locations?

No. The contingency flat rate per diem (55% of standard daily location rate for lodging, meals, and incidental expenses) only applies to long-term Contingency ADOS at CONUS locations. Contingency ADOS in OCONUS location is authorized full daily locality per diem rate until 30 September 2013.

Does the flat rate per diem apply to involuntary "Title 10" (under 10 USC 12302) or just Contingency ADOS (under 10 USC 12301(d))?

Does that flat rate per diem apply for Contingency

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The contingency flat rate per diem (55% of standard daily location rate for lodging, meals, and incidental expenses) only applies to long-term Contingency ADOS. Involuntary duty types (i.e., 10 USC 12302, 10 USC 12304, 14 USC 712) are not included in this policy.

Will BAH for the residence continue, in addition to the flat rate per diem reimbursement?

Yes. BAH will continue for the identified place last entered active duty (PLEAD or residence where the reservist was called to active duty) in addition to the flat rate per diem.

If orders were executed beginning prior to 1 October 2012 (e.g., Contingency ADOS is for 1 March 2012 through 28 February 2013), does the flat rate per diem apply?

No. Flat rate per diem only apply to Contingency ADOS orders executed between 1 October 2012 and 30 September 2013.

If the lease is less than the 55% flat rate, will the actual lodging expense be reimbursed, or 55% of the daily lodging locality rate?

As long as eligibility for any lodging reimbursement is documented, the claim will be reimbursed at 55% of the daily lodging locality rate.

Can a member purchase a mobile home or other property at the TDY location, and apply the Flat Rate 55% toward the monthly payments on the loan?

No. Expenses for purchased property and utilities are not authorized for lodging reimbursement.

Are there restrictions on the type of housing a mem-

ber must apply the 55% per diem to? (Rented room, apartment, rental house, house with enclosed garage, etc.?)

No. A rented hotel room, apartment, house, or RV, all qualify as temporary duty lodging eligible for reimbursement.

Can a member stay with a friend or family member and pocket the lodging reimbursement? No. Lodging cost reimbursement is not authorized for a member who stays with a friend or relative. The 55% flat rate meals and incidental expenses are authorized for members who stay in the home of a friend or family, if otherwise eligible.

Can members take on roommates to reduce lodging costs? If so, what are the consequences if the roommate is another military member? What if the member is a military member from another service branch?

Yes. As long as there are eligible lodging reimbursable expenses, the member is authorized the 55% contingency flat rate per diem, if otherwise eligible.

Will the new Flat Rate 55% per diem be paid in full as a lump sum automatically (like BAH is paid), or will it require a monthly travel claim?

A travel claim is required for any and all travel reimbursement. A paper travel claim every two weeks or 30 days is required to 55% contingency flat rate per diem reimbursement.

Will the member be required by the CG to show receipts for lodging expenditures?

Yes. Lodging receipts or lease/rental agreements are required to demonstrate eligibility for lodging reimbursement. Itemized receipts are required for any other eligible lodging

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reimbursement and any other reimbursement over \$75. Best practice is to retain receipts for all reimbursable expenses in case of travel claim audit.

What if lodging plus tax is more than 55% flat rate per diem?

Lodging tax in CONUS locations is a reimbursable expense in addition to the contingency flat rate per diem. Commands should support the maximum use of any available tax exemptions. Itemized receipts are required to claim lodging tax.

Is parking a reimbursable expense in addition to the 55% flat rate per diem?

Parking fees are a reimbursable expense in addition to the contingency flat rate per diem when explicitly authorized on the orders. The "Prudent Traveler" rules apply - travelers are required to seek parking as if they were paying out of their own pocket. Itemized receipts are required to claim any expense over \$75.

What happens if a member is living in lodging that is higher than the lodging portion of the new Flat Rate 55%? Can they remain in the higher-cost lodging and apply their 55% of M&IE toward lodging costs?

The member can remain in the higher cost lodging and will be reimbursed at 55% of the daily locality per diem rate for lodging, meals, and incidental expenses.

What happens to a member who has already signed or renewed a lease contract that extends into FY13 at the old lodging & per diem rate? For example, a reservist signed a lease on 15 August 2012 that goes through August of 2013?

The member can stay in the higher cost

lodging and be reimbursed at 55% of the daily locality per diem rate or they can terminate the lease and seek new lodging arrangements. The member can submit a waiver request to temporarily authorize increased lodging reimbursement for documented justifiable delays in transition to lower cost lodging. Each waiver request will be evaluated on a case-by-case basis.

How will PPC know if a reservist is authorized a temporary waiver for higher lodging reimbursement (65% per diem, full lodging per diem, etc.) during the travel claim process?

Reservists need to submit a copy of any approved waivers (temporary or annual) with their travel claim. Failure to submit copies of approved waivers with the travel claim will result in PPC reimbursement at the 55% contingency flat rate daily locality lodging rate.

Will ALL members reporting for voluntary ADOS in FY14 automatically be considered PCS, with zero lodging and per diem?

Yes. All long-term ADOS (contingency or non-contingency) will be characterized as Permanent Change of Station (PCS) with full PCS entitlements.

If a reservist accepts another set of ADOS orders beginning on or after 1 October 2013 in the same location that they served at in FY13, will they receive full PCS entitlements to move their family and house hold goods?

Yes. Travel to the residence, or place last entered active duty (PLEAD or home), is included in the TDY ADOS orders.